

# Supplemental Global Personal Data Processing Statements for Job Applicants

<b>Who?</b>	<p>This Supplemental Personal Data Processing Statement ("Supplemental Statement") for Job Applicants forms a part of, and is intended to be understood together with the <a href="#">Privacy, Data and AI Transparency Statement(s)</a> for the <a href="#">Dun &amp; Bradstreet Responsible Entities</a> worldwide (the Dun &amp; Bradstreet Group). This Statement applies to data collected when individuals express interest in being employed at any company within the Dun &amp; Bradstreet Group. This includes data collected when an individual visits a Dun &amp; Bradstreet website to review job postings, as well as information submitted by or on behalf of an individual during the application process.</p>
<b>Where?</b>	<p>We collect and source personal data about you from any of the following:</p> <ul style="list-style-type: none"> <li>• Information you provide on our website in connection with your application, employment verification; and throughout the recruitment process;</li> <li>• Observations we make in the application process;</li> <li>• Public information sources;</li> <li>• Third parties you may authorize us to collect information from, such as a former employer or reference; and</li> <li>• Third parties that provide services on our behalf (our vendors) - e.g., recruiters, screening services, etc.</li> </ul>
<b>What?</b>	<p>We process the following types of personal data about you in our recruitment process, which may vary based on the market in which you are located:</p> <ul style="list-style-type: none"> <li>• Contact information, such as your: <ul style="list-style-type: none"> <li>○ name,</li> <li>○ home address,</li> <li>○ telephone numbers, and</li> <li>○ email addresses.</li> </ul> </li> <li>• Identity and eligibility information, such as your: <ul style="list-style-type: none"> <li>○ date of birth,</li> <li>○ country of birth or the country where you are a registered national or citizen,</li> <li>○ nationality,</li> </ul> </li> </ul>

- visa status (where applicable),
- right to work,
- passport number,
- national identification number or other Government issued identifiers,
- driver's license number and signature, and
- to the extent necessary, where permitted by applicable laws, facial photographs or other facial recognition data.
- Disability status;
- Diversity data: race, military status, gender identity and sexual orientation (to the extent such information is collected or provided, for example, through voluntary self-identification and statistical purposes under corporate reporting obligations);
- Job qualifications and related information, such as:
  - the position applied for,
  - work history, including, previous job roles/titles, job performance and compensation information,
  - descriptions of your skills and experience,
  - references, such as opinions and comments of any previous employers. In connection with our evaluation of your application, we may request specific permission to seek information about you from third parties. This may include information regarding your work habits, performance in prior roles, and fitness for employment.
  - educational information, including, schools and universities attended, course of study and academic degrees obtained,
  - professional certifications and licenses,
  - membership in professional bodies, trade associations, and similar organizations, and
  - other audio, electronic, visual or similar information that you provide to us, such as communications, documents or images that you create, provide or upload to our systems.
- **Background check:** to the extent applicable to a position that may be offered to you, if any, and permitted by the applicable laws, background checks may be conducted including: criminal background (up to 7 years) educational and career background data, and government identification verification (e.g., national identification numbers, etc.). A driver's license check may be conducted if driving is

	<p>necessary to the role. Under special and limited circumstances, such as an executive hire, the background check may include a consumer credit report check and search of publicly accessible social media information.</p> <ul style="list-style-type: none"> <li>• To the extent travel is necessary as part of the application process and arranged by Dun &amp; Bradstreet, travel related information such as frequent flyer numbers, TSA known traveler numbers, itineraries, flight, train, rental car, car service, hotel or other similar information.</li> <li>• Surveys, such as feedback and opinions as part of the application process and other voluntary surveys;</li> <li>• Information, including images and recordings, captured from video, photo and audio at recruitment events used for D&amp;B internal and external promotional activities; and Internet or other electronic network activity information, and audio, electronic, visual or similar information, please see the <a href="#">D&amp;B Supplemental Personal Data Processing Statement Website Visitors and Online Service Users</a> for more information on collection of such information.</li> </ul>
<p><b>Why?</b></p>	<p>The purposes for which we process personal data about you:</p> <ul style="list-style-type: none"> <li>• Relevant experience and education background information is used to assess your eligibility for positions at D&amp;B, including those that you have specifically applied for and others that may be relevant to your experience;</li> <li>• To process you as a candidate and communicate with you about the role(s);</li> <li>• To verify your identity;</li> <li>• To determine compensation offers;</li> <li>• To handle complaints, concerns, and data subject rights requests, manage internal investigations, and other corporate compliance matter such as conflict of interest identification and reporting;</li> <li>• To comply with applicable legal and regulatory requests and obligations (including investigations);</li> <li>• To authorize, grant, administer access as well as to monitor and terminate access to or use of company systems, facilities, records, property, and infrastructure <ul style="list-style-type: none"> <li>○ for security and prevention, detection, or investigation of fraud, suspected or actual illegal activity, violations of company policy or rules, or other misconduct.</li> <li>○ to monitor and support public health and safety, industrial hygiene;</li> </ul> </li> <li>• If necessary as part of the application process, to enable and arrange business travel (e.g., limousines, commercial flights,</li> </ul>

	<p>company aviation services, hotels, rental cars), including to contact you during travel, as necessary with travel service providers, or in an emergency;</p> <ul style="list-style-type: none"> <li>• As necessary as part of the application process, to process any expense claims and to comply with legal obligations;</li> <li>• To understand what Dun &amp; Bradstreet is doing well and what it can improve upon within the recruitment process, based on responses to surveys and through the use of other workforce analytics;</li> <li>• To address our legal obligations to you (including seeking advice from lawyers, auditors and other professional advisers), facilitate a request for reasonable accommodations in accordance applicable laws and to conduct meaningful equal opportunity and diversity monitoring and analyses, where permitted or required by law, and</li> <li>• To establish or defend legal claims and allegations.</li> </ul> <p>For details on <b>Personal Data Sharing and Disclosure</b>, including in response to regulatory and other government investigations, please see the section with this heading in our <a href="#">the Privacy, Data and AI Transparency Statement(s)</a>.</p>
<p><b>How?</b></p>	<p>Where the laws that apply to our data processing require a legal basis for that processing, we rely on the following legal basis(es) for processing personal data about you:</p> <ul style="list-style-type: none"> <li>• Contract: processing of your personal data is necessary in order to take steps at your request prior to potentially entering into an employment contract with you.</li> <li>• Consent: We obtain your consent in order to process your personal data in a talent assessment and recruitment process, and separately to keep your personal data for future opportunities. You may withdraw your consent to processing of your personal data at any stage of the talent assessment and recruitment process. If you do withdraw your consent to data processing, and you still wish to be considered for employment, we will further consider your candidacy using the information available to us based other legal bases for our data processing, as applicable.</li> <li>• Legitimate interest: where D&amp;B has a legitimate interest carefully balanced with applicable rights and reasonable expectations of privacy of the applicant, for example, for such purposes such as managing the recruitment process, improving our talent assessments for future posts, security and monitoring as necessary, quality assurance, prevention</li> </ul>

	<p>of offences and loss of data assets, staff, talent and succession planning.</p> <p>Legal obligation: where personal data is required to fulfill legal obligations we are subject to, such as determining our compliance with applicable laws related to labor and employment.</p>										
<b>How Long?</b>	<p>Our data retention periods align with the purposes for which data is processed and the records and systems in which it is maintained. In determining a retention period, we refer to applicable laws and our legitimate business needs consistent with our policies. Data retention periods are documented for our data processing activities and systems. Data contained in archived records are maintained in accordance with the retention periods for those records.</p> <p>Unless otherwise specified by applicable law, the records listed below shall be maintained for 3 years. Specific retention periods under this Supplemental Statement include:</p> <table> <tr> <th>Data or record type</th><th>Retention Period</th></tr> <tr> <td>Job applications, resumes, interview results, employment advertising and solicitations employment verifications, reference checks correspondence with employment agencies job postings, listings</td><td>7 years for hires and 6 months -3 years for non-hires (which varies by market)</td></tr> <tr> <td>Identification Information - passport number/social security number/other government issued identifiers, facial photographs or other facial recognition data</td><td>7 years for hires and 2-3 years for non-hires (which varies by market)</td></tr> <tr> <td>Sensitive Data - disability, gender, race, military status and sexual orientation, as may be required by the applicable local laws</td><td>3 years</td></tr> <tr> <td>Other audio, electronic, visual or similar information that you provide to us, such as communications, documents or images that you create, provide or upload to our systems</td><td>3 years</td></tr> </table> <p>Please note that these retention periods are based on the recruitment process only. Once hired, records relating to employment applications and other pre-employment activities are subject to the <a href="#">Supplemental Global Personal Data Processing Statement for Employees and Beneficiaries</a>. Our retention periods</p>	Data or record type	Retention Period	Job applications, resumes, interview results, employment advertising and solicitations employment verifications, reference checks correspondence with employment agencies job postings, listings	7 years for hires and 6 months -3 years for non-hires (which varies by market)	Identification Information - passport number/social security number/other government issued identifiers, facial photographs or other facial recognition data	7 years for hires and 2-3 years for non-hires (which varies by market)	Sensitive Data - disability, gender, race, military status and sexual orientation, as may be required by the applicable local laws	3 years	Other audio, electronic, visual or similar information that you provide to us, such as communications, documents or images that you create, provide or upload to our systems	3 years
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	<p>may be suspended if a legal obligation, such as a records hold, an investigation or a dispute, requires that information be kept for a longer period of time.</p>
<b>Additional Supplemental Information</b>	<p>In addition to the information set forth above, the following information applies to data processing about you:</p> <ul style="list-style-type: none"> <li>• In certain circumstances, you may submit your application for employment through a third-party service that displays our job posting (such as LinkedIn). Dun &amp; Bradstreet does not control the privacy practices of these third-party services. Please review their privacy policies carefully prior to submitting your application materials.</li> <li>• This Supplemental Statement does not form part of any contract of employment, nor does it cover the processing of other data that may occur in the context of employment, if we make and you accept an offer to join our team.</li> </ul> <p>We may use some forms of automated processing of personal data in our recruitment processes, however, we do not make recruitment decisions based solely on automated decision-making, including profiling of applicants.</p>
<b>International Data Transfers</b>	<p>The <a href="#">Dun &amp; Bradstreet Responsible Entities</a> and their respective subsidiaries transfer personal data within the scope of employment, proportionate to the legitimate purposes listed, to the parent company Dun &amp; Bradstreet Holdings Inc. and other subsidiaries from time to time in the ordinary course of business.</p> <p>Members of the Dun &amp; Bradstreet group of companies are required to handle all personal data transferred across markets in accordance with our <a href="#">Global Cross Border Privacy Management System Policy</a> ("Cross Border Policy"), which sets the floor for cross border personal data transfers at Dun &amp; Bradstreet. Our Cross Border Policy supports data transfers in compliance with the EU-U.S. Data Privacy Framework (EU-U.S. DPF), the UK Extension to the EU-U.S. DPF, and the Swiss-U.S. Data Privacy Framework (Swiss-U.S. DPF) as set forth by the U.S. Department of Commerce. D&amp;B has certified to the U.S. Department of Commerce that the D&amp;B U.S. Entities adhere to the EU-U.S. DPF Principles regarding the processing of personal data received from the EEA in reliance on the EU-U.S. DPF and from the United Kingdom (and Gibraltar) under the UK Extension to the EU-U.S. DPF. D&amp;B also has certified to the U.S. Department of Commerce that the D&amp;B U.S. Entities adhere to the Swiss-U.S. DPF Principles regarding the processing of personal data received from Switzerland in reliance on the Swiss-U.S. DPF. If there is any conflict between the terms in this Policy and the EU-U.S. DPF Principles and/or the Swiss-U.S. DPF Principles, the Principles shall govern. To</p>

	<p>learn more about the Data Privacy Framework (DPF) program, and to view our certification, please visit <a href="https://www.dataprivacyframework.gov/">https://www.dataprivacyframework.gov/</a>.</p> <p>Our privacy practices at Dun &amp; Bradstreet, as set forth in the Cross Border Policy, comply with the APEC Cross-Border Privacy Rules System (CBPRs). The APEC CBPR system provides a framework for organizations to ensure protection of personal data transferred among participating APEC Member Economies. More information about CBPRs is available at <a href="https://cbprs.org">https://cbprs.org</a>.</p>
<p><b>Contact Us</b></p>	<p><b>How to Contact Us:</b> If you have a question or concern about this Statement, you may <a href="#">contact D&amp;B Global Compliance &amp; Ethics</a> or raise a question or concern using our <a href="#">Helpline</a>. You may also contact your local people team representative for additional information. Contact details for data protection authorities are <a href="#">here</a>.</p> <p><b>Individual Rights:</b> We are committed to respecting the data and digital rights of individuals in both their personal and professional capacities as set forth in our <a href="#">Global Data Subject Rights Policy Statement</a>. You may exercise your rights in connection with our data processing <a href="#">here</a>.</p>

Effective Date: 23-Jul-2024

Prior Versions:

[https://www.dnb.com/en-us/content/dam/web/company/about/content/gdps/DnB\\_Supplemental-Global-Data-Processing-Statement-Job-Applicants\\_v1.1.pdf](https://www.dnb.com/en-us/content/dam/web/company/about/content/gdps/DnB_Supplemental-Global-Data-Processing-Statement-Job-Applicants_v1.1.pdf)

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*Dun & Bradstreet reserves the right to modify, add, or remove portions of the Supplemental Statement at any time based on changes to its data processing, business, or applicable laws.*